UNITED
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Secretariat

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INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: UNITED NATIONS/ACADEMIC COUNCIL ON THE UNITED NATIONS SYSTEM SABBATICAL LEAVE PROGRAMME FOR THE ACADEMIC YEAR 1994/95

1. The objective of the present information circular is to outline the purposes of the sabbatical leave programme for the academic year 1994/95 and the administrative requirements for its implementation. Under this programme, sponsored jointly by the United Nations Secretariat and the Academic Council on the United Nations System (ACUNS), a number of United Nations staff members will be selected to pursue study projects in universities in the United States and Canada.

Purposes of the programme

2. The purposes of the programme are:

(a) To recognize staff members' meritorious performance, past contribution to the work of the Organization and potential for personal growth;

(b) To provide an opportunity to staff members for intellectual growth through the pursuit of advanced independent studies on issues related to the major areas of endeavour of the United Nations;

(c) To provide an opportunity for academic scholars to work with the United Nations in their major areas of research;

(d) To build close and enduring contacts between the academic community and international civil servants in the United Nations system.

Eligibility

3. The programme is open to United Nations staff members in the Professional category, with at least five years of service with the Organization in that category and an expectation of continuation of service for at least five years

after the completion of the sabbatical leave. Staff members are expected to return and serve at the duty station from which they were selected for at least two years after completion of the sabbatical leave. Otherwise, depending upon circumstances, monies may be recovered up to the amount of salary and other costs advanced during the sabbatical leave.

Application procedures

4. Staff members should apply for this programme by submitting, to their respective head of office/department, a proposal consisting of a four-to-six-page description of a study that they wish to pursue. The proposal should contain the following information:

(a) Title of the study;

(b) Field of the study;

(c) Rationale for the study;

(d) Relationship of the study to the work of the Organization;

(e) Outline of topics to be covered;

(f) Basic research activities and methods/tools to be applied;

(g) Schedule of work of the study with indication of any preparatory work already accomplished;

(h) Usefulness of the expected outcome of the study;

(i) Type of contribution the participant could provide to the academic institution in which he or she is placed.

The attached application should be submitted, together with the proposal and the recommendation of the staff member's supervisor, to the head of office/department by 31 March 1994. Submissions from the office/department should arrive at the Training Service, Office of Human Resources Management (OHRM), by 30 April 1994.

Review of the proposals

5. Proposals will be evaluated on the basis of the following criteria:

(a) Importance of the study. The proposed study should address an issue at the forefront of the field under consideration and should hold great potential interest for the academic community and the United Nations. It should be relevant to the current and future programme of the United Nations;

(b) Feasibility of the proposed study. The staff member should propose a project which can be undertaken and completed within the stipulated period of the study leave;

(c) Clarity of the research activities or the methodology to be followed in the proposed study;

(d) Appropriateness of the planned methodology;

(e) Quality of the proposal. The proposal should be responsive to stipulated criteria;

(f) Suitability of the candidate. Demonstrated personal and academic abilities to perform independent academic work. Equal importance will be given to:

(i) The staff member's academic qualifications;

(ii) Information received from confidential references;

(g) Potential contribution by the staff member to the university;

(h) Expected usefulness of the completed product of the study.

Selection process

6. At the level of the regional commission, office or department, a screening of the proposals will be carried out by a multidisciplinary advisory group set up by the head of the office/department. The group should be composed of Professionals from substantive areas representing the range of the topics in the projects. This ad hoc advisory group will review the proposals according to the criteria indicated above and will submit its recommendations to the head of the office/department.

7. The head of the office/department will forward to the Training Service at Headquarters, with his/her endorsement and observations, those proposals that should be considered for final selection. Before submitting proposals, both the staff member and the head of office/department should carefully consider the staff member's work obligations for the period of the anticipated sabbatical leave, and must ensure the staff member's availability to take the sabbatical leave at that time, if selected.

8. A selection committee, made up of representatives of the United Nations Secretariat and ACUNS, will review the submitted proposals for final selection.

9. The head of the office/department will be informed by OHRM of the committee's selection by means of a memorandum, copied to the staff member concerned. A letter of acceptance will be required from the staff member upon receipt of the final placement notice sent by the Training Service.

Conditions of the award

10. The sabbatical study leave will be for a period of up to nine months. The exact length of time approved for a particular project will be considered by the selection committee according to the perceived research requirements of the project. Whatever duration is approved, the sabbatical leave should be taken during the host institution's regular academic year, so that maximum advantage

of the programme can be taken by both the staff member and the host institution. Extensions beyond the nine-month period will not be considered.

11. Since selection is awarded on a competitive basis, participation in the programme will be only for the academic year selected. Awards granted in one year cannot be deferred.

12. Efforts will be made to place participants in the most suitable academic institution, taking into consideration the field of the proposed study and the needs of the participant and the institution. The university assignment for participants in the programme is determined by ACUNS. Under this programme all participants are placed in American/Canadian universities that are institutional members of ACUNS where adequate reception of the staff member can be guaranteed.

13. The main portion of the sabbatical leave should be dedicated to the investigation of the topic presented in the proposal of the study. Changes in the overall objectives or body of the original study must be approved by the Training Service. Staff members should not perform official duties during the period of the sabbatical leave. Participation in regular courses at the institution of research may be on an audit basis and will not be considered for academic credit.

14. Staff members selected for this programme will be placed on special leave with full pay for the duration of the leave in accordance with staff rule 105.2 (a).

15. Staff members on sabbatical leave will continue receiving salary, post adjustment and all related entitlements, such as rental subsidy and education grant, applicable to their regular duty station. The provisions of Appendix D of the Staff Rules will be applicable to initial and return travel and activities directly related to the course of study and on school premises. Staff members will continue accruing required service credits towards sick, annual and home leave, salary increments, seniority, termination indemnity and repatriation grant. Annual leave accrued during the study leave will be applied to the special leave. If the staff member is in receipt of a special post allowance, it will be discontinued at the start of the sabbatical leave.

16. Round-trip travel expenses will be paid with entitlement to unaccompanied shipments of 200 kilograms (440 pounds) or 1.24 cubic metres by surface, or half of that amount by air, each way. Travel other than initial travel to the academic institution and return travel to the duty station will be the responsibility of the staff member. Costs of books and any other educational materials as well as fees for participation in conferences, courses and other meetings requiring payment shall also be the exclusive responsibility of the staff member. Any dependant who may wish to join the staff member at the place of the sabbatical leave would not be covered under this programme and the staff member would be responsible for obtaining visas and arranging for travel.

17. Staff members will receive a special housing subsidy to be determined yearly, based on the average rental cost for student and faculty housing at the university of placement. This housing subsidy would be paid to staff members provided that the institution of placement is beyond commuting distance from

their duty station and that they have actually rented accommodation in the area near the institution.

Follow-up

18. The Training Service will follow up on the results of the participation of staff members in this sabbatical leave programme by requesting the following information:

(a) At the end of their sabbatical leave the staff members will present a complete report of the study undertaken to the Chief of the Training Service, OHRM, to include (but not limited to): (i) a one-page abstract or executive summary of the study; and (ii) a chapter providing a longer summary of the study and giving recommendations for future practice in the area. The staff members may also be asked to complete an evaluation questionnaire;

(b) At the end of the academic year the research advisers at the academic institutions will be requested to provide a brief report on the work of the participants;

(c) Within six months after the return of the staff members to their office, the head of the office/department will be requested to provide information on any activities which have been performed at work by the staff member or by others as a result of new insights obtained from the study;

(d) Those parts or all of the research findings which have relevance for other departments or organs of the United Nations may be disseminated to those bodies.

Annex

SABBATICAL LEAVE PROGRAMME
APPLICATION FORM
Academic Year 1994/95

Complete this form and submit it to the head of the office/department together with your study proposal by 31 March 1994.

I. PERSONAL INFORMATION

NAME_____ INDEX NO._____

FUNCTIONAL TITLE/FIELD OF WORK:_____
(Attach job description)

CATEGORY/LEVEL_____ TYPE OF CONTRACT_____
(If fixed-term, expiration date)

DEPARTMENT/DIVISION/OFFICE_____

DUTY STATION_____

EOD (UN)_____ EOD (PRESENT DUTY STATION)_____

TITLE OF PROPOSED STUDY PROJECT_____

II. ACADEMIC BACKGROUND
(A)

DEGREE	UNIVERSITY/ COUNTRY	AREA OF STUDY	YEAR GRADUATED

/...

(B) Please submit the names, addresses and telephone/fax numbers of two professionals outside of the United Nations system who will be willing to provide confidential references related to your suitability to carry out independent academic work.

(C) Please indicate below your teaching/research experience, including a list of your publications (attach additional sheet if necessary).

Signature of staff member

Date